



Registered Charity No. 227480

To All Councillors on the Centre Committee,

You are duly summoned to the Meeting of the Centre Committee to take place on Wednesday 27 October 2021 at Billingshurst Centre at 7.00pm.

Members of the public are welcome to attend this meeting and speak for a maximum of three minutes about an item on the agenda for this meeting during the Public Session at the discretion of the Chairman.

G.C. Burt
Clerk to the Council

22 October 2021

AGENDA

1. Chairman's Announcements.
2. Apologies for Absence.
3. To Receive Declarations of Interest and Notification of Changes to Members' Interests.
4. Approval of the Minutes of the meeting on 29 September 2021 previously circulated; to confirm and sign the minutes as a correct record.
5. Matters Arising – **not separate agenda items.**
6. Public Session (Members of the Public may speak for up to 3 minutes at the discretion of the Chairman).
7. To approve payments for September 2021 - Appendix A.
8. To approve Bank Reconciliations Current & Main Reserve Accounts to 30 September 2021 - Appendix B.
9. To approve Bank Reconciliations for 2nd Reserve Accounts to 31 August 2021 - Appendix C.
10. To note the 2nd quarter budget report, Appendix D.
11. To receive Centre Manager's Report - Appendix E.
12. Any other matters for information only.

13. Date of the Next Meeting – **Wednesday 24 November 2021.**

MEMBERS: GA, KP, SW, SD, CG, RM.

Members of the public should be aware that being present at a meeting of the Council or one of its Committees or Sub-Committees will be deemed as the person having given consent to being recorded (photograph, film or audio recording) at the meeting, by any person present.

Natwest Bank Accounts

List of Payments made between 01/09/2021 and 30/09/2021

| <u>Date Paid</u> | <u>Payee Name</u> | <u>Reference</u> | <u>Amount Paid</u> | <u>Authorized Ref</u> | <u>Transaction Detail</u> |
|-----------------------|-------------------------------|------------------|--------------------|-----------------------|--------------------------------|
| 01/09/2021 | Kestrel Alarms Ltd | 003804 | 79.20 | | Annual CCTV Maint |
| 01/09/2021 | Pyzer Cleaning Services | 003805 | 72.00 | | Centre Cleaning July 21 |
| 01/09/2021 | Billingshurst Parish Council | 003806 | 4,335.90 | | Payroll recharge August 2021 |
| 01/09/2021 | Ballpoint Office Supplies Ltd | 003807 | 20.36 | | Stationery |
| 02/09/2021 | Screwfix | CARD | 48.97 | | Window cleaning equipment |
| 02/09/2021 | Amazon | CARD | 16.79 | | Dishwasher cleaning tablets |
| 03/09/2021 | Petty Cash | Petty cash | 50.00 | | Petty cash Sept 21 |
| 03/09/2021 | Business Stream | 27371332 | 67.23 | | Water rates Aug 21 |
| 07/09/2021 | Tesco | CARD | 32.50 | | Herbal teabags |
| 08/09/2021 | Robin Nugent Architects | 003808 | 906.00 | | Garage project architect fees |
| 13/09/2021 | Beeches Buffet | 003809 | 91.03 | | Catering |
| 13/09/2021 | Beeches Buffet | 003809.C | -91.03 | | Purchase Ledger Payment |
| 14/09/2021 | ICA Electrical Contractors | 003810 | 2,976.00 | | Emergency Lighting repairs |
| 14/09/2021 | Sussex Land Services | 003800 | 228.00 | | Grounds maint July 21 |
| 17/09/2021 | Beeches Buffet | Card | 91.03 | | Purchase Ledger Payment |
| 17/09/2021 | Haven Power | D000341472 | 380.68 | | Electricity Aug 21 |
| 17/09/2021 | Displaysense | CARD | 91.80 | | Sneeze guard screen for office |
| 21/09/2021 | Horsham District Council | 4606800000 | 37.90 | | Refuse collection August 21 |
| 23/09/2021 | Spares 2 you | CARD | 10.98 | | Henry hoover hose |
| 24/09/2021 | Casual Staff | BACS | 823.41 | | Casual staff salaries Sept 21 |
| 27/09/2021 | Zoro | CARD | 20.99 | | V sweeper heads |
| 27/09/2021 | Southern Electric | 032064641 | 3.99 | | Gas August 21 |
| 28/09/2021 | Evans Electrical | 003811 | 424.80 | | PAT testing |
| Total Payments | | | <u>10,718.53</u> | | |

Date: 20/10/2021

Billingshurst Community Centre Current Year

Page 1

Time: 11:46

Bank Reconciliation Statement as at 30/09/2021
for Cashbook 1 - Natwest Bank Accounts

User: DENISE

| <u>Bank Statement Account Name (s)</u> | <u>Statement Date</u> | <u>Page No</u> | <u>Balances</u> |
|--|-----------------------|------------------------------------|------------------|
| Natwest Current Account | 30/09/2021 | 92 | 173.00 |
| Business Reserve Account | 30/09/2021 | 269 | 96,795.82 |
| | | | 0.00 |
| | | | <u>96,968.82</u> |
| <u>Unpresented Cheques (Minus)</u> | | <u>Amount</u> | |
| 11/05/2021 003775 Digital Managed Print Services | | 52.36 | |
| 10/08/2021 003802 Digital Managed Print Services | | 22.00 | |
| 28/09/2021 003811 Evans Electrical | | 424.80 | |
| | | | <u>499.16</u> |
| | | | 96,469.66 |
| <u>Receipts not Banked/Cleared (Plus)</u> | | | |
| | | 0.00 | |
| | | | <u>0.00</u> |
| | | | 96,469.66 |
| | | Balance per Cash Book is :- | 96,469.66 |
| | | Difference is :- | 0.00 |

Bank Reconciliation Statement as at 01/09/2021
for Cashbook 3 - Natwest 1042

| <u>Bank Statement Account Name (s)</u> | <u>Statement Date</u> | <u>Page No</u> | <u>Balances</u> |
|---|-----------------------|------------------------------------|------------------|
| Natwest 1042 | 31/08/2021 | 37 | 60,208.15 |
| | | | <u>60,208.15</u> |
| <u>Unpresented Cheques (Minus)</u> | | <u>Amount</u> | |
| | | 0.00 | |
| | | | <u>0.00</u> |
| | | | 60,208.15 |
| <u>Receipts not Banked/Cleared (Plus)</u> | | | |
| | | 0.00 | |
| | | | <u>0.00</u> |
| | | | 60,208.15 |
| | | Balance per Cash Book is :- | 60,208.15 |
| | | Difference is :- | 0.00 |

| | <u>Last Year</u> | | <u>Current Year</u> | | | <u>Next Year</u> | | | |
|-------------------------------------|------------------|--------|---------------------|------------|-----------|------------------|--------|-----|-----------------|
| | Budget | Actual | Total | Actual YTD | Projected | Committed | Agreed | EMR | Carried Forward |
| 100 | | | | | | | | | |
| <u>Billingshurst CCC</u> | | | | | | | | | |
| 1000 Lettings - Commercial | 0 | 6,000 | 0 | 4,183 | 0 | 0 | 0 | 0 | 0 |
| 1005 Lettings - Local Commercial | 0 | 9,271 | 0 | 11,868 | 0 | 0 | 0 | 0 | 0 |
| 1009 BPC room bookings | 0 | 661 | 0 | 950 | 0 | 0 | 0 | 0 | 0 |
| 1010 Lettings - Local Non Comm. | 0 | 3,016 | 0 | 6,808 | 0 | 0 | 0 | 0 | 0 |
| 1011 Kitchen | 0 | 0 | 0 | 131 | 0 | 0 | 0 | 0 | 0 |
| 1012 Cancellation Fee | 0 | 153 | 0 | 740 | 0 | 0 | 0 | 0 | 0 |
| 1013 Refund | 0 | 228 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 1014 Licences | 0 | 0 | 0 | 18 | 0 | 0 | 0 | 0 | 0 |
| 1015 Tenants-BPC/BCT/Police/H.Watch | 0 | 5,892 | 0 | 4,263 | 0 | 0 | 0 | 0 | 0 |
| 1016 Wardens Facilities | 0 | 2,020 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 1017 Storage | 0 | 646 | 0 | 250 | 0 | 0 | 0 | 0 | 0 |
| 1021 Photocopies(inc) | 0 | 140 | 0 | 1 | 0 | 0 | 0 | 0 | 0 |
| 1024 Counter Sales | 0 | 95 | 0 | 25 | 0 | 0 | 0 | 0 | 0 |
| 1025 Catering (Inc) | 0 | 205 | 0 | 339 | 0 | 0 | 0 | 0 | 0 |
| 1027 Utilities (inc) | 0 | 2,917 | 0 | 583 | 0 | 0 | 0 | 0 | 0 |
| 1034 Event income | 0 | 0 | 0 | 25 | 0 | 0 | 0 | 0 | 0 |
| 1035 Miscellaneous Income | 0 | 153 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 1036 Interest | 0 | 57 | 0 | 7 | 0 | 0 | 0 | 0 | 0 |
| 1040 Grant (BPC) | 0 | 4,020 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 1041 COVID-19 Grant | 0 | 14,000 | 0 | 15,000 | 0 | 0 | 0 | 0 | 0 |
| 1045 Grant (Other) | 0 | 25,000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 1046 Furlough | 0 | 10,402 | 0 | 6,550 | 0 | 0 | 0 | 0 | 0 |
| 1047 Garage Project (inc) | 0 | 8,664 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

Continued on next page

APPENDIX D

**Billingshurst Community Centre Current Year
Annual Budget - By Centre (Actual YTD Month 6)**

| | <u>Last Year</u> | | <u>Current Year</u> | | | <u>Next Year</u> | | | |
|---------------------------------|------------------|--------|---------------------|------------|-----------|------------------|--------|-----|-----------------|
| | Budget | Actual | Total | Actual YTD | Projected | Committed | Agreed | EMR | Carried Forward |
| Total Income | | | | | | | | | |
| 4066 Subscriptions | 0 | 93,541 | 0 | 51,741 | 0 | 0 | 0 | 0 | 0 |
| Direct Expenditure | | | | | | | | | |
| 4000 Catering (Exp) | 0 | -1 | 0 | 419 | 0 | 0 | 0 | 0 | 0 |
| 4015 Pay - Permanent Staff | 0 | 51,615 | 0 | 26,015 | 0 | 0 | 0 | 0 | 0 |
| 4020 Pay - Casual Staff | 0 | 2,295 | 0 | 4,203 | 0 | 0 | 0 | 0 | 0 |
| 4025 Staff Training | 0 | -360 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 4030 Rates | 0 | -638 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 4035 Water Rates | 0 | 225 | 0 | 126 | 0 | 0 | 0 | 0 | 0 |
| 4040 Refuse Collection | 0 | 388 | 0 | 197 | 0 | 0 | 0 | 0 | 0 |
| 4045 Insurance | 0 | 3,170 | 0 | 810 | 0 | 0 | 0 | 0 | 0 |
| 4050 Electricity | 0 | 3,944 | 0 | 2,129 | 0 | 0 | 0 | 0 | 0 |
| 4055 Gas | 0 | 3,410 | 0 | 737 | 0 | 0 | 0 | 0 | 0 |
| 4060 Stationery & Photocopying | 0 | 1,084 | 0 | 265 | 0 | 0 | 0 | 0 | 0 |
| 4062 Office Furniture | 0 | 41 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 4063 Office Equipment | 0 | 10 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 4065 Postage | 0 | 18 | 0 | 64 | 0 | 0 | 0 | 0 | 0 |
| 4070 Telephone | 0 | 392 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 4075 IT/Computer Consumables | 0 | 1,621 | 0 | 200 | 0 | 0 | 0 | 0 | 0 |
| 4080 Maintenance & Improvements | 0 | 4,730 | 0 | 4,112 | 0 | 0 | 0 | 0 | 0 |
| 4085 Ad Hoc Repairs | 0 | 0 | 0 | 104 | 0 | 0 | 0 | 0 | 0 |
| 4090 Cleaning | 0 | 1,451 | 0 | 1,024 | 0 | 0 | 0 | 0 | 0 |
| 4095 Grounds Maintenance | 0 | 2,506 | 0 | 1,020 | 0 | 0 | 0 | 0 | 0 |

Continued on next page

**Billingshurst Community Centre Current Year
Annual Budget - By Centre (Actual YTD Month 6)**

| | <u>Last Year</u> | | <u>Current Year</u> | | | <u>Next Year</u> | | | |
|---------------------------------------|------------------|----------|---------------------|------------|-----------|------------------|--------|-----|-----------------|
| | Budget | Actual | Total | Actual YTD | Projected | Committed | Agreed | EMR | Carried Forward |
| 4102 Garage Project | 0 | 148 | 0 | 2,000 | 0 | 0 | 0 | 0 | 0 |
| 4105 Professional Fees | 0 | 3,689 | 0 | 12 | 0 | 0 | 0 | 0 | 0 |
| 4106 Licences | 0 | 1,081 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 4110 Sundry Expenses | 0 | 1,828 | 0 | 670 | 0 | 0 | 0 | 0 | 0 |
| 4117 Customer Refund | 0 | 382 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 4125 Service Agreement | 0 | 2,066 | 0 | 2,000 | 0 | 0 | 0 | 0 | 0 |
| 4200 Depreciation Yearly Charge | 0 | 20,408 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Overhead Expenditure | 0 | 105,505 | 0 | 46,108 | 0 | 0 | 0 | 0 | 0 |
| Movement to/(from) Gen Reserve | 0 | (11,965) | 0 | 5,633 | 0 | 0 | 0 | 0 | 0 |
| Total Budget Income | 0 | 93,541 | 0 | 51,741 | 0 | 0 | 0 | 0 | 0 |
| Expenditure | 0 | 105,506 | 0 | 46,108 | 0 | 0 | 0 | 0 | 0 |
| Movement to/(from) Gen Reserve | 0 | (11,965) | 0 | 5,633 | 0 | 0 | 0 | 0 | 0 |

BILLINGSHURST COMMUNITY & CONFERENCE CENTRE**CENTRE COMMITTEE****27 OCTOBER 2021****MANAGER'S REPORT****FOR INFORMATION**

For the first time in 19 months, it has felt like pre-pandemic normality has resumed which has made such a difference to the overall atmosphere at the Centre; all our regular hirers have resumed their bookings, the last being sing for pleasure, who had a great turn out considering most who attend are in the 'vulnerable' category. Face to face meetings are also on the up and with that brings the need for catering. I'm hoping with the looming winter months we can continue without any further disruptions.

Following on from complaints by one of our neighbours regarding anti-social behaviour, I instructed ICA Electrical to install 2 motion sensor lights outside of the Main Hall and the rear entrance near the kitchen, so far I have not received any more communication regarding the issue, however I do appreciate that now we are in colder months youth presence will diminish but hopefully the lights have gone some way to preventing them from using the Centre as a 'hang out'. I am currently awaiting a date to have another light fitted outside the main hall fire door adjacent to the front patio as this could become another prime spot along with a more modernised timer for our outside lighting. The one we have now is extremely antiquated, the new one would work electronically and adjust automatically for summer and winter time.

The garage project has now begun, the contractors hit a snag whilst digging out the foundations, a gas pipe covered in plastic tubing was unearthed, which naturally threw everyone as a metal one is usually the requirement for this type of piping. The issue however was resolved, and work continues.

Colin Ellis will be repairing the bannisters outside the Main Hall over the next week, much of the wood is aged and has started splintering which in turn could cause issues to anyone using them.

Our Christmas Fayre is now in the planning stages and due to take place on Saturday 4th December, we are hopeful that the event brings some much-needed festive joy that sadly we were unable to make the most of in 2020. We had our first sell out event since the pandemic when a Comedy Night came to town and drew the crowds; I came along for the experience and to enjoy live comedy, it was a fantastic evening, relaxed, comfortable and everyone was just out to have a good time. It was so successful the promoters are already looking to book again in February 2022!!

The Committee is invited to note this report.